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OFFICE FOR PROJECT SERVICES

# The precise role and functions of the UNOPS Management Coordination Committee

## Report of the Administrator

## I. PURPOSE

1. The present report is submitted to the Executive Board, in response to paragraph 6 of its decision 94/12. It has been prepared with the support of the Executive Director of the Office for Project Services, and in consultation with the Under-Secretary-General for Administration and Management and the Under-Secretary-General for Development Support and Management Support Services. It reflects the consensus views of all parties concerned. The report lists: the basic principles under which the Management Coordination Committee (MCC) will operate; the composition of the MCC in accordance with paragraph 7 of decision 94/12; the main functions of the MCC; and the frequency of regular MCC meetings. The Executive Board is invited to consider the report in conjunction with the report of the Executive Director of OPS on ways of establishing OPS as a separate and identifiable entity (DP/1994/62), in which reference is made to the functions and responsibilities of the MCC, as and where appropriate.

## II. ESTABLISHMENT

2. The Secretary-General has proposed the establishment of a Management Coordination Committee (MCC) for the Office for Project Services (OPS). It will be recalled that the Executive Board, in paragraph 6 of its decision 94/12 agreed in principle to this proposal.

## III. BASIC PRINCIPLES

3. The objective of the MCC is to maintain and strengthen the functioning of the United Nations Office for Project Services (UNOPS) as a self-financing entity working in a business-like manner. In carrying out its functions specified below towards this objective, the MCC shall provide policy and management direction in the functioning of UNOPS, including the setting of operational policy, facilitation and monitoring of compliance. The work of the MCC shall ensure enhanced transparency of UNOPS operations.

## IV. COMPOSITION

4. The MCC is composed of the Administrator of UNDP, the Under-Secretary-General of the Department for Administration and Management (DAM) and the Under-Secretary-General for the Department of Development Support and Management Services (DDSMS). The Administrator is the Chairman of the MCC. The Executive Director of UNOPS is the Secretary of the MCC.

## V. FUNCTIONS

5. The functions of the MCC include:

(a) Providing guidance to UNOPS in developing its strategy and business plan, and ensuring that UNOPS provides on a self-financing basis: implementation services for programmes and projects, management and other support services; and loan administration;

(b) Ensuring the appropriateness of the legal framework in line with the self-financing principle and the resultant requirement for UNOPS to work in a business-like manner;

(c) Reviewing the operational policies of OPS and approving any changes thereto in order to enable it to carry out its role within the legislative framework provided by the General Assembly and the Executive Board;

(d) Reviewing and authorizing, for submission to the appropriate approving authorities, the annual programme and budget of UNOPS and related documentation;

(e) Ensuring the responsiveness of UNOPS to users of its services. In carrying out this function, the MCC also ensures that UNOPS gives due consideration to recommendations emanating from the UNOPS Users Advisory Group;

(f) Guiding the relations of UNOPS with United Nations departments, UNDP and its country offices, and other United Nations agencies and organizations;

(g) Reviewing and evaluating UNOPS performance and effectiveness;

(h) Ensuring that adequate administrative support services are available to UNOPS on a cost-effective basis.

## VI. MCC MEETINGS

6. The MCC will hold regular meetings four times per year. The Chairman may call for extraordinary meetings should this be required. MCC meetings will normally be held at UNOPS headquarters.

## VII. EXECUTIVE BOARD ACTION

7. The Executive Board may wish to

1. Endorse the establishment of the Management Coordination Committee, as proposed by the Secretary-General and pursuant to paragraphs 6 and 7 of Board decision 94/12;

2. Welcome the role and functions of the Management Coordination Committee, as outlined in the report of the Administrator (DP/1994/61), thereby establishing a proper oversight mechanism that will enable the Secretary-General to evaluate the responsiveness, performance and effectiveness of the new Office for Project Services.

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